

Reporting to OCA – Civil Cases



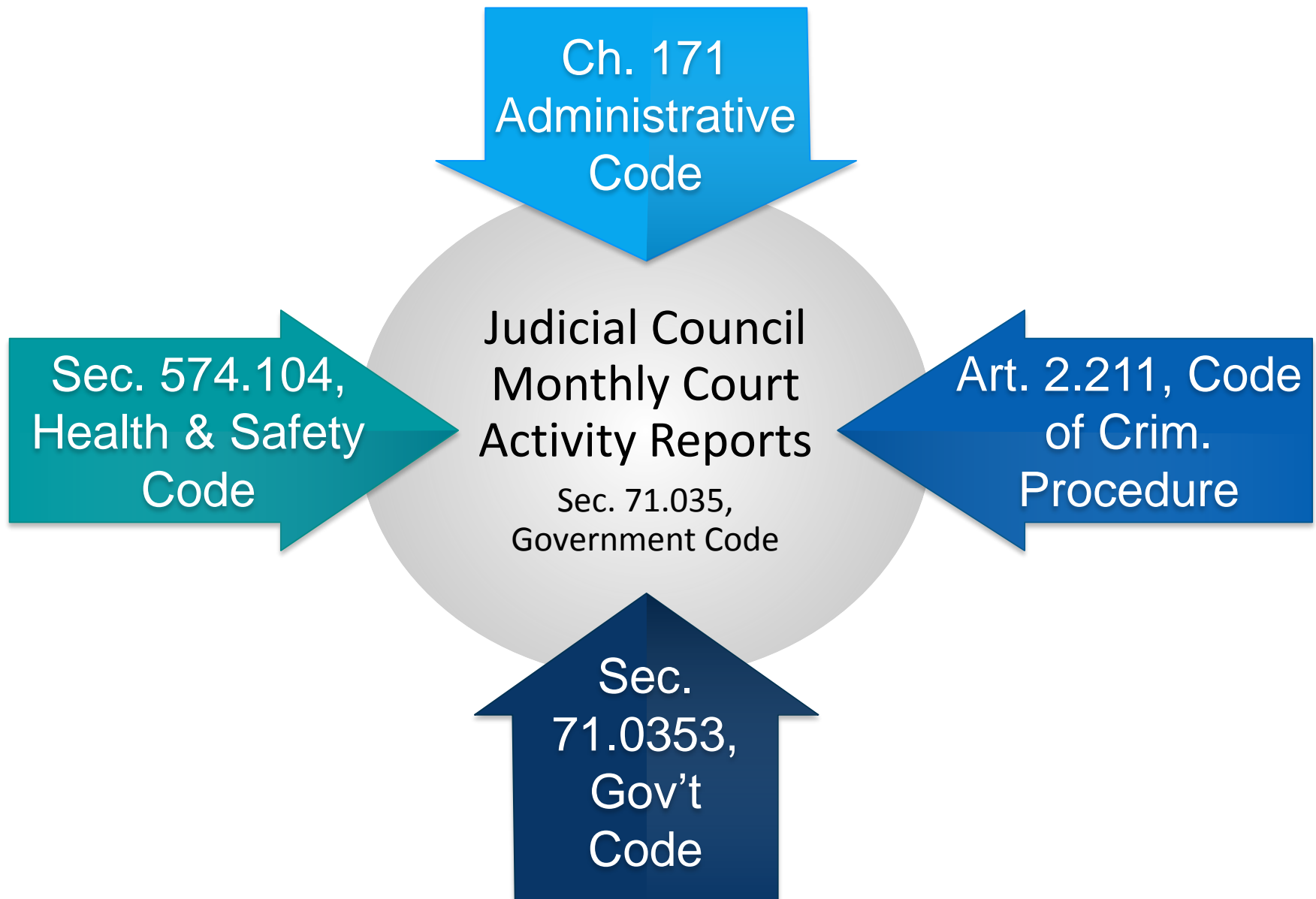
Judicial Council Monthly Court Activity Reports

(aka “The OCA Report”)

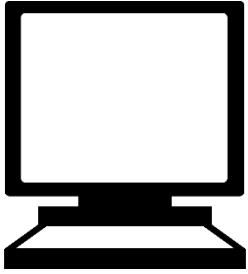
Civil Case
Activity
Report



Reporting Requirements



Reporting Requirements



Submit **online** at **card.txcourts.gov** unless have received waiver from OCA



Enter manually into database OR

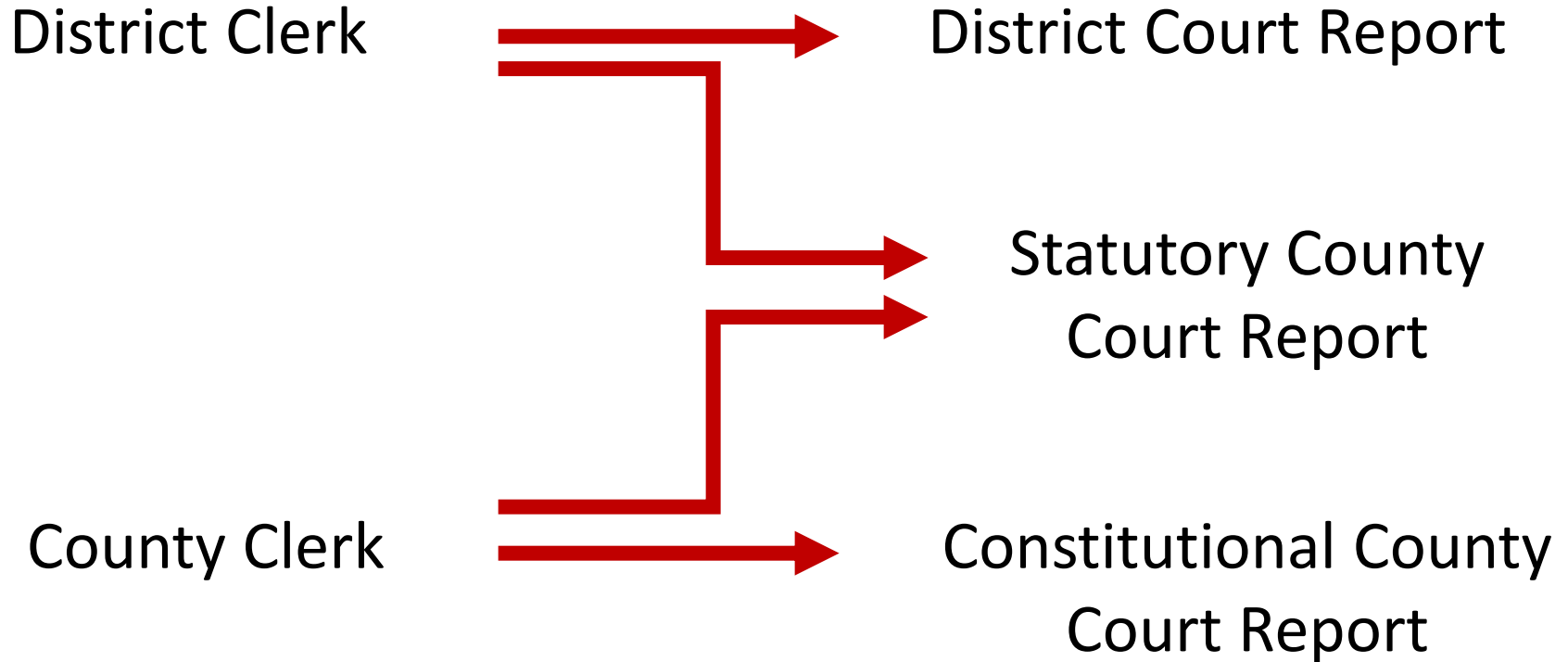


Upload a file (xml)



Report due **20th** of each month

Reporting Requirements



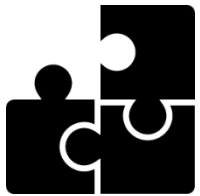
Reports from 2 different court levels should **not** be combined!

Reporting Requirements



What sections of report to complete?

- 👉 Be safe, complete them all OR
- 👉 Complete all sections over which court has jurisdiction



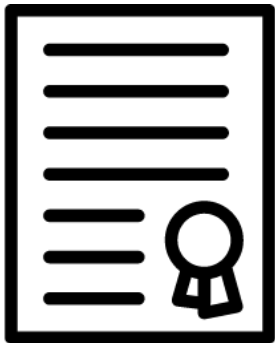
Even if there was no activity

- 👉 a report must be submitted each month
- 👉 each section relevant to the court's jurisdiction must be submitted each month

Reporting Requirements



Grant funds from Texas Indigent Defense Commission **will be withheld** for non-compliance



Grant rules: District Clerk & County Clerk must submit **all reports for fiscal year** for county to be eligible for grant funds

If reports not complete, must submit Reporting Action Plan acceptable to OCA

Resources

www.txcourts.gov

The screenshot shows the Texas Courts website navigation structure. A red arrow points from the URL www.txcourts.gov to the 'Judicial Data' menu item in the top navigation bar. Another red arrow points from 'Judicial Data' to a dropdown menu containing several options. A third red arrow points from the 'Judicial Council Trial Court Activity Reports' link in this dropdown to the 'JUDICIAL COUNCIL REPORTS HOME' section on the left side of the page.

Home Courts▼ Rules & Forms▼ Organizations▼ Publications & Training▼ Programs & Services▼ Judicial Data▼ eFile Texas Media▼

JUDICIAL COUNCIL REPORTS HOME

- District & County
- Justice & Municipal
- Old Reports

REPORTING TO OCA HOME

- Appointments & Fees in Civil Cases
- Change in Municipal Judge or Clerk
- Collection Improvement Program
- Court Closures & Reopenings
- Court Security Incidents
- eFiling Transaction Fee Certification
- Guardianship Reporting Requirements
- Judicial Council Trial Court Activity Reports**
- Jury Charges & Sentences in Capital Cases
- Other Resources
- Vexatious Litigants

Judicial Data▼ eFile Texas

- Judicial Directory
- Open Records Policy
- Reporting to OCA**
- Statistics & Other Data
- Vexatious Litigants

Enter or Run Reports

[Enter or Run Reports](#)

Forms and Instructions

[Civil Case Information Sheet](#)

District Court Report:

[Form](#)  | [Instructions](#) 

Statutory County Courts Report (County Courts at Law/Statutory Probate Courts):

[Form](#)  | [Instructions](#) 

Constitutional County Court Report:

[Form](#)  | [Instructions](#) 

Resources

[DPS Offense Codes Categorized by OCA Case Category](#)  (Version 14 - updated 10/27/14)

[Frequently Asked Questions](#) 

[Webinars/Online Training](#)

XML Specifications and Tester

[District Court XML Specifications](#) 

[Statutory County Court XML Specifications](#) 

[Constitutional County Court XML Specifications](#) 

XML Tester: [Validate XML file format](#)

[Frequently Asked Questions](#) 

Resources/Assistance – Not Available from OCA



Codes used to track information in your case management system



Programming your case management system, development of reports from your case management system, creation of an XML file to report to OCA



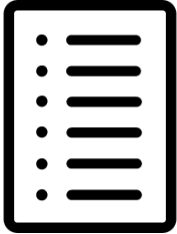
Contact your vendor/local IT staff for assistance

Private Professional Guardians

Private
Professional
Guardians



Reporting Requirements



Sec. 1104.306, Estates Code



Each year, County Clerk must submit list of names & addresses of private professional guardians who satisfied registration requirements for **calendar year**

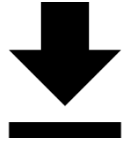


Must submit report even if no private professional guardians registered during year



Clerk must submit list no later than **January 31 each year**

Reporting Requirements



Download form from

<http://www.txcourts.gov/jbcc/guardianship-certification.aspx>



Email to guardians@txcourts.gov

OR



Mail to OCA's Certification Division

Certification Division

Office of Court Administration

P.O. Box 12066

Austin, TX

78711-2066



Certification Division

Lesley Ondrechen
Licensing Manager
(512) 475-2873

Lesley.Ondrechen@txcourts.gov

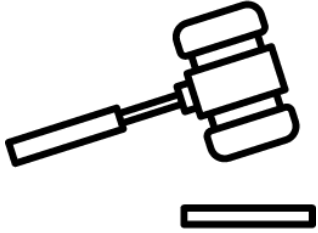
Vexatious Litigants List



Vexatious
Litigants



Reporting Requirements



Ch. 11, Civil Practice & Remedies Code



Prefiling order issued under Sec. 11.101 prohibits self-represented person from filing new litigation in any state court in Texas



Must obtain permission from local administrative district or county court at law judge



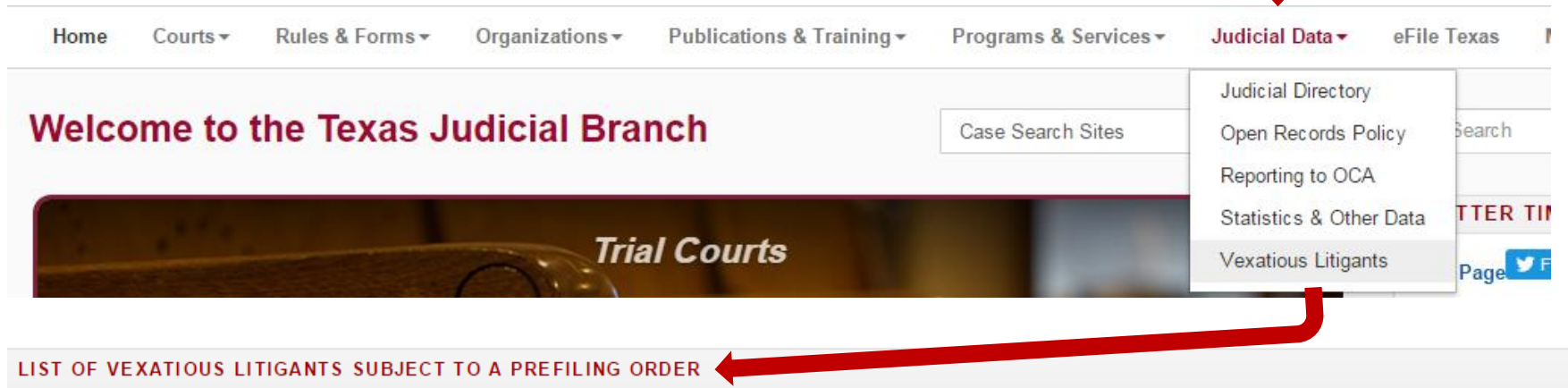
Clerk must send copy of prefiling order to Judicial Information section at OCA within **30 days** of date order issued

JudInfo@txcourts.gov

(512) 463-1865 fax

Vexatious Litigants List

www.txcourts.gov



The screenshot shows the Texas Judicial Branch website. The navigation bar includes links for Home, Courts, Rules & Forms, Organizations, Publications & Training, Programs & Services, Judicial Data, and eFile Texas. The 'Judicial Data' dropdown menu is open, showing options: Judicial Directory, Open Records Policy, Reporting to OCA, Statistics & Other Data, and Vexatious Litigants. A red arrow points from the URL above to the 'Judicial Data' link, and another red arrow points from the 'Vexatious Litigants' link to the section below.

Welcome to the Texas Judicial Branch

Case Search Sites

Trial Courts

LIST OF VEXATIOUS LITIGANTS SUBJECT TO A PREFILING ORDER

Chapter 11 of the Civil Practice and Remedies Code establishes the definition and procedures for declaring a plaintiff vexatious.

Section 11.104 of the Civil Practice and Remedies Code requires the clerk of a court to send OCA, within 30 days a copy of any prefiling order issued under Section 11.101, an order prohibiting a person from filing new litigation in a court in the state if the court finds, after notice and a hearing, that the person is a vexatious litigant.

To file further litigation, the person must obtain permission from the [appropriate local administrative judge](#). [Refer to the [Judicial Directory](#) for the list of local administrative judges.] The judge may grant permission only if it appears that the proposed litigation has merit and has not been filed for the purposes of harassment or delay.

OCA is required to maintain a list of vexatious litigants subject to prefiling orders under [Section 11.101](#) of the Civil Practice and Remedies Code. OCA has no discretion in maintaining the list, nor does it have the authority to remove a name from the list. In order to remove a name from the vexatious litigant list, OCA must receive an order directly from the issuing court vacating the prefiling order or from an appellate court reversing the order.

List of Vexatious Litigants Updated 11/23/2015 [Excel](#) [PDF](#)

Click on the link under Cause # to view/print the prefiling order. Click on the appropriate header to sort the table.

List of Vexatious Litigants Subject to a Prefiling Order									
Suf- Last Name	fix First Name	Middle Name	Other Known Names Used	Date	Cause #	Court	County	Style	
Miller	Thomas	V.		3/27/1998	98-0233 PDF	336th	Grayson	Thomas V. Miller v. First National Bank of Van Alstyne and President and CEO Robert H. Hynds NOTE: Prefiling order applies only to litigation filed against the First National Bank of Val Alstyne, its present or former officers,	

Other Clerk Responsibilities



Created by Alex Audia Samora
from Noun Project



Clerk may not file any litigation presented by person on list unless permission from local administrative judge obtained



Check prefiling order for special conditions (applied only to certain parties or in certain county)



Check for updates to list on regular basis

As of Nov. 30

220
listings



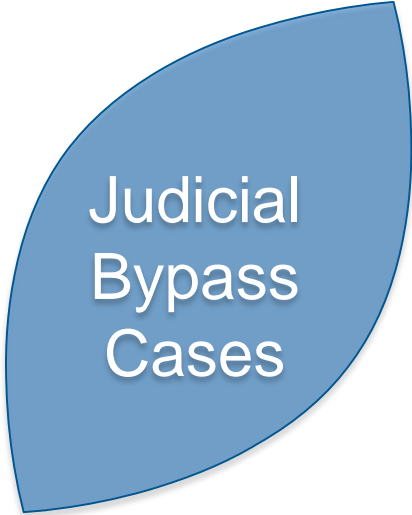
Legal

Judy Speer
Assistant General Counsel
(512) 936-7061
Judy.Speer@txcourts.gov

Reporting

Angela Garcia
Judicial Information Manager
(512) 936-1358
Angela.Garcia@txcourts.gov

Judicial Bypass Cases

A blue teardrop-shaped graphic with a thin black outline, containing the text "Judicial Bypass Cases".

Judicial
Bypass
Cases



Reporting Requirements



Created by Aha-Soft
from Noun Project

House Bill 3994, 84th Legislative Session



Applies to district courts, county courts at law
& courts with probate jurisdiction



Effective January 1, 2016

Reporting Requirements



Clerks must report

- ✓ **Case number & style**
- ✓ **Applicant's county of residence**
- ✓ **Date of filing**
- ✓ **Date of disposition**
- ✓ **Disposition of case**

Denied

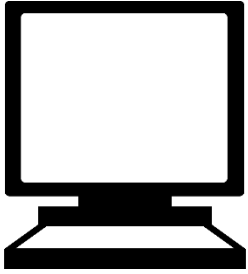
Dismissed

Granted

Withdrawn/non-suited

Other? ➡ **Notify OCA**

Reporting Requirements



Submit **online** at **card.txcourts.gov**



Enter manually into database



Cannot upload XML file



OCA staff do not have ability to enter reports



Report due **20th** of each month

No activity? No need to report!

Reporting Requirements



OCA must publish annual report summarizing

- 👉 Number cases disposed by court of appeals district
- 👉 Number cases disposed by disposition type

Resources

www.txcourts.gov



Home Courts ▾ Rules & Forms ▾ Organizations ▾ Publications & Training ▾ Programs & Services ▾ Judicial Data ▾ eFile Texas Media ▾

REPORTING TO OCA HOME

- Appointments & Fees in Civil Cases
- Change in Municipal Judge or Clerk**
- Collection Improvement Program
- Court Closures & Reopenings
- Court Security Incidents
- eFiling Transaction Fee Certification
- Guardianship Reporting Requirements
- Judicial Bypass Cases**
- ▶ Judicial Council Trial Court Activity Reports
- Jury Charges & Sentences in Capital Cases
- Other Resources
- Vexatious Litigants

Judicial Data ▾

eFile

Judicial Directory

Open Records Policy

Reporting to OCA

Statistics & Other Data

Vexatious Litigants



Appointments and Fees Report – Current & Future



Appointments
& Fees



Current Reporting Requirements



Created by lucas butt
from Noun Project

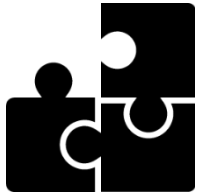
Supreme Court Order in effect since 1993

👉 Report each fee of \$500 or more approved for appointees in civil cases (incl. family, probate, guardianship)

👉 Not just ad litem! 

Ad litem	Court Visitor	Master in Chancery
Amicus attorney	Doctor	Mediator
Attorney ad litem	Executor	Personal Representative
Guardian ad litem	Friend of the Court	Physician
Administrator	Guardian	Receiver
Appraiser	Permanent or Temporary Guardian	Referee
Arbitrator	Hearing Officer	Social Worker
Attorney	Interpreter	Trustee
Certified Public Accountant	Investigator	Trustee Bank
Commissioner	Master	Trustee Friend

Current Reporting Requirements



Even if there was no activity



a report must be submitted **each month**

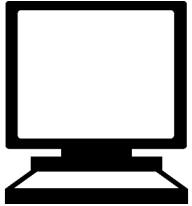


a report must be submitted for **each court**



Clerk must make report available for public inspection and retain each report for at least **2 years**

Current Reporting Requirements



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Upload a file (xml)



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Judicial Data▼ eFile Texas

REPORTING TO OCA HOME

Appointments & Fees in Civil Cases

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Judicial Bypass Cases
▶ Judicial Council Trial Court Activity Reports
Jury Charges & Sentences in Capital Cases
Other Resources
Vexatious Litigants

Reporting Instructions

- [Reporting Instructions](#)
- [Webinar](#) and [Handout](#)

20-minute webinar explaining reporting report to the online reporting database.

- [XML File Instructions](#)
- [XML File Example](#)

Judicial Directory

Open Records Policy

Reporting to OCA

Statistics & Other Data

Vexatious Litigants



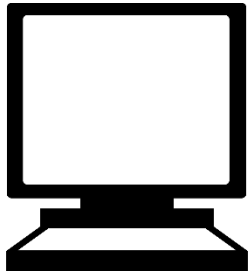
Senate Bill 1369

- ➡ Effective September 1, 2016
- ➡ Attorney ad litem, guardian ad litem, guardian, mediator and competency evaluator appointments
- ➡ All appointments even if \$0 paid
- ➡ If payment greater than \$1,000 report number hours billed & billed expenses
- ➡ Applies to all case types – including criminal, juvenile & child protection

Exclusions

- ✘ Mediation conducted by an **alternative dispute resolution system**
- ✘ Appointment under **program for volunteer advocates** in child protection cases
- ✘ Appointment under **domestic relations office**
- ✘ Any information made confidential under state or federal law, including applicable rules (e.g., **parental notification cases**)

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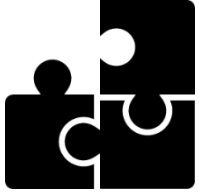
Upload a file (xml)



Report due **15th** of each month

Must also post in courthouse and on internet by 15th of the month

2 Reports Required for Each Court Each Month



Reports must be submitted for

each court
each month

on

all appointments made

and

all payments made

EVEN IF THERE WAS NO ACTIVITY

Penalty



Any court failing to provide clerk information required for the report is ineligible for grant money awarded by the state or a state agency for the next fiscal biennium



beginning September 1, 2017

Supreme Court Order & SB 1369

- 👉 Supreme Court interested in continuing collection of current information
- 👉 Order likely to be amended in accordance with SB 1369
- 👉 Result: Most of report will remain the same

What changes?

+ All cases



Due date

+ All appointments



Mandated reporting for
each court

+ All payments



Penalty for noncompliance




+ If payment over \$1,000

Number hours billed

Billed expenses

Collecting Required Information

Supreme Court Order:

-  Each appointment must be made by written order
-  Each approval of payment must be done by separate written order
-  Orders must be sufficiently specific to enable clerks to prepare required reports

Resources

www.txcourts.gov



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Judicial Data▼ eFile Texas

REPORTING TO OCA HOME

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Judicial Directory

Open Records Policy

Reporting to OCA

Statistics & Other Data

Vexatious Litigants

Senate Bill 1369

Information on changes to reporting requirements



Resources

Senate Bill 1369

Information on Current Reporting of Appointments and Fees

Frequently Asked Questions 

Mockup of Changes to Data Entry Screen 





Judicial Information Section

JudInfo@txcourts.gov

(512) 463-1625 OCA main phone

(512) 463-1865 fax

